Request for IDC Board
for the
City of Ingleside, Texas

Subject: *Intern for Website*

Submitted By: *Kimberly Drysdale, City Secretary*
Jim Gray, City Manager

For The Agenda Of: *July 24, 2014*

Attachments: *Draft Job Description for Social Media Intern*

Summary Statement: *Currently each department provides their own departmental updates as time is available. Often, we have great ideas of what we would like to see/do with our webpages; however, we do not have the experience or time to make those ideas a reality. In order to be active and more current with the social media, we need a more concentrated and informative individual that can focus their duties to make sure we appeal to the more technologically active individual.*

As a Part-Time (20 hour/week) individual, there would be no paid holidays, vacation, or medical/dental benefits. The only benefits offered would be TMRS and General State/Federal Requirements.

Base Salary	*$12,480 ($12/hour at 20 hours/week)*
Benefits	*$ 1,280*
	$14,966 Total

Recommended Action: *Staff recommends a part time staff member that can focus on website data and regular updates.*

SOCIAL MEDIA INTERN

Department: Information Technology
Reports to: Finance Director
Job Classification: NON-Exempt
Salary Range: Part Time at $12/hour, 20 hours/week

SUMMARY: Ensures the efficient and effective information, operation and maintenance of the City's website.

ESSENTIAL FUNCTIONS:

Creates, organizes and manages website information/technology and provides key technology direction. Responsible for website project planning and overall website project administration. Ensure timely completion and meet deadlines of website projects/updates. Communicate project status, issues, and/or concerns with executive management, team members, and Information Technology manager. Provide quality assurance to project deliveries. Define integration needs with other website projects and legacy systems/business processes.

RESPONSIBILITIES:

Configuration and maintenance, network design, and topology
Determine system capacity to determine feasibility of upgrades and data processing demands.
Maintains records and document all problems
Other duties as required

QUALIFICATIONS:

Familiar with Web and email servers.
Familiarity with configuring networking equipment such as routers, switches, firewalls
Excellent written and verbal interpersonal communication skills
Ability to work independently and manage multiple projects and priorities.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Ability to bend, climb, crawl and kneel while working; able to sit and use a computer work station.